



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD  
FORT HOOD, TEXAS 76544-5000

REPLY TO  
ATTENTION OF

GARRISON POLICY  
DOIM - 01

IMWE-HOD-IM

JUL 10 2009

MEMORANDUM FOR All Fort Hood Garrison Personnel

SUBJECT: Directorate of Information Management (DOIM) Continuity of Operations (COOP)

**1. REFERENCES:**

- a. AR 25-1, Information Management Army Knowledge Management and Information Technology, 15 July 2005.
- b. AR 25-2, Information Assurance, 14 November 2003.
- c. AR 380-5, Department of the Army Information Security Program, 29 September 2000.
- d. AR 500-3, Army Continuity of Operations (COOP) Program, 28 June 2001.
- e. DODD 3020.26, Defense Continuity Programs, September 8, 2004.

**2. APPLICABILITY:** This policy applies to the Fort Hood DOIM.

**3. POLICY:** In order to assure continuous operations of our local network and information systems (IS), the Fort Hood DOIM will create and maintain a plan for emergency response, backup operations, and post-disaster recovery for all critical IS. The plan will be incorporated as part of the III Corps and Fort Hood's security program and will ensure the availability of critical resources and facilitate the COOP in an emergency situation. As a minimum the COOP plan will:

- a. Provide for leadership successors and alternates and emergency delegation of authority.
- b. Safeguard essential resources, facilities, files, and records.
- c. Establish alternative emergency operating capabilities and facilities.
- d. Anticipate any emergency or crisis.

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- e. Provide flexibility and responsiveness.
- f. Be capable of execution with little or no warning.
- g. Prioritize mission essential functions (MEF) that cannot be deferred.
- h. Identify functions that can be deferred until the situation permits their execution.
- i. Provide for alert and notification of selected personnel.
- j. The DOIM will:
  - (1) Develop, coordinate, and maintain continuity plans, and shall validate, update, and reissue plans every two years, or more frequently as changes warrant.
  - (2) Identify and prioritize organizational MEF.
  - (3) Define emergency delegations of authority and orders of succession for key positions; identify and provide for alert/notification, movement, and training of continuity staffs; and address information technology and communications support to continuity operations.
  - (4) Identify relocation sites or platforms for component use during continuity threats or events. Site selection should consider geographical dispersion, and maximize co-location and dual-use facilities.
  - (5) Provide for the identification, storage, protection, and availability for use at relocation sites, the vital records, materiel, and databases required to execute MEF.
  - (6) Outline a decision process for determining appropriate actions in implementing continuity plans and procedures with or without warning, during duty and non-duty hours, and address the stand-down of continuity operations and transition back to normal operations.
  - (7) Ensure that continuity programs are adequately planned, programmed, and budgeted, and that III Corps and Fort Hood unique requirements are specifically identified in their budget. This shall include all assets and resources and the development, maintenance, and operations of facilities, communications, and transportation capabilities.

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(8) Integrate continuity-related functions and activities into operations and exercises to assure that MEF can be performed across the spectrum of continuity threats or events.

(9) Test and exercise continuity plans at least annually or as otherwise directed to evaluate program readiness.

(10) Integrate OPSEC requirements into continuity planning, execution, and operations.

4. **PROPONENT:** The proponent for this US Army Garrison policy letter is the Directorate of Information Management at, commercial, (254) 287-7109.

5. **EXPIRATION:** This Fort Hood Garrison Policy Memorandum will remain in effect until superseded or rescinded.



WILLIAM V. HILL III  
COL, AR  
Commanding